

Photocopying Policy

Date Approved by Council: 2024/02/13

Resolution: 2024-02-13-06

Review Date: February 2027

Related Bylaw: N/A

Amendments:

Purpose

This policy has been adopted to provide guidelines for faxing and photocopying requests from the public.

Guidelines

The Village of Arrowwood will provide photocopy, printing, and scanning services to the public up to twenty-five (25) pages maximum at one time for business not relating to the Village.

The Village of Arrowwood will provide photocopy, printing, and scanning services to the public with no maximum for documents relating to the Village, including but not limited to bylaws, policies, minutes, and personal account information (taxes and utilities).

The Village of Arrowwood may charge a fee for all photocopying, printing, and scanning services not related to personal account information as per Administrative Policy 5.3.